

Peace Corps - Azerbaijan

Administrative Assistant
(full time)

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The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

Position Summary: Perform standard financial and administrative functions for Peace Corps Azerbaijan. Ensure that all financial paperwork has the appropriate supporting documentation and files all financial paperwork accurately. Reviews all bills and prepares paperwork for bills of collection. Duties will entail bank deposits. Additional responsibilities will include assisting administrative unit staff members with various administrative and financial tasks. Minimum Qualifications: University degree. At least two years of Peace Corps experience. Knowledgeable of Peace Corps engagement, policies and objectives. Possess valid driving license.. Excellent command of written and spoken English, Azeri languages. Organizational and detail orientated skills. Excellent computer skills in word processing. Good interpersonal skills, flexibility and hardworking.

Application deadline is July 23, 2014

Application Process

You can download the Applications from www.azerweb.com or pick up from the Peace Corps Office. Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via Email: AzJobs@az.peacecorps.gov .Submit the following: 1) completed application form (see attached) 2) CV or Resume 3) a detailed written description of how you meet the position's qualifications. Only short listed candidates will be contacted.

Application deadline is 6:00 PM, July 23, 2014